



Position Description

Administrative Assistant

Mission Statement

Oakland Catholic High School is a Christ-centered, college preparatory school for young women of diverse backgrounds. The Oakland Catholic community is committed to an environment that promotes spiritual formation, excellence in education, a wide range of activities and athletics, and service to others. Formed under the patronage of St. Joan of Arc, Oakland Catholic is dedicated to teaching young women to lead lives of faith, courage and commitment as they lay the foundation for their future as responsible and respected global leaders.

Administrative Assistant Position Overview

The Administrative Assistant position is a full time (12-month) position that directly reports to the Principal and Assistant Principal in his/her primary role of assisting and managing administrative needs of the School Office in cooperation with another School Office Administrative Assistant. Responsibilities include interacting with the administrators, students, faculty/staff and parents. The individual must possess excellent communication skills, good judgment, and extensive computer skills. Facility with multiple computer applications such as Excel, Word, Pages, PowerPoint, Keynote, database systems, student information system (SIS), and an ability to adapt to different online platforms with ease after initial training, is essential.

Reports to: Directly to the Principal and the Assistant Principal.

Status: Full-time, non-exempt. Year-round; salaried.

Position Requirements

- Commitment to Catholic education and in particular, to an all-girls, college preparatory educational experience.
- High School Diploma or Associate's Degree or higher, supplemented by previous experience in office work and/or a secretarial/clerical setting, or any equivalent combination of related education, training, or experience that provides the knowledge and skills to perform the job functions.
- Knowledge of and experience in office software, including but not limited to: Microsoft Office Word, Excel, Gmail, Pages, Numbers, Keynote, PowerPoint, mail merges, and database/student information systems.
- Professional, engaging, compassionate, well-organized, and detail-oriented. Attention to organization and detail is a key attribute and an absolute requirement.
- Effective writing, organizational and communication skills are required for the purpose of disseminating notifications and instructions verbally and via email; ability to accurately proofread and correct grammatical, spelling, and typographical errors on letters, documents, and the website.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal effectively with multiple individuals in a fast-paced office environment.

- Must be able to work independently with minimal supervision to complete tasks in an accurate and timely manner.
- Ability to quickly learn the Student Information System (SIS) and Content Management System (CMS).
- Ability to work well with others, maintain professional demeanor, dress, and attitude, and interface pleasantly, calmly and positively with students, parents, faculty, staff, and administrators.
- Experience with office practices, including high level of confidentiality, accuracy, organization and detail. Employee must sign a confidentiality/non-disclosure agreement and adhere to strict confidentiality of any information of a sensitive nature that may be shared as a result of access to the student information.
- Attendance at some evening events is required for set-up, break-down, and assistance.

Responsibilities

- Performs administrative duties for the School Office.
- Answers phone, arranges appointments, and screens/greets visitors.
- Assists in typing of correspondence, reports, memos, etc., as instructed.
- Maintains a complete and systematic electronic filing system, as well as hard copies where necessary.
- Monitors, collects, compiles, enters, and maintains accurate computer records of all daily attendance information, including late arrivals and early dismissals.
- Contacts parents of students who are absent.
- Prepares and submits all attendance and membership reports as requested by administrators.
- Organizes student transportation by communicating with sending school districts regarding transportation and work with Central Catholic High School (CCHS) for paid busing.
- Organize and communicate student and faculty/staff parking assignments.
- Receives, filters or responds to, and forwards all phone calls to administration.
- Orders supplies and other educational materials for the School Office and Faculty.
- Maintains equipment and supplies in School Office such as the copier; creates workorders for administration and events.
- Processes student forms and facilitates communication with necessary parties.
- Maintains an organized, compassionate, and pleasant atmosphere in the office.

Working Conditions

- Position is a full time, year-round position at Oakland Catholic High School that will require some evening and weekend duties.
- Equipment, technology, and workspace needed to perform job will be provided.
- All employees must file Criminal Record, Child Abuse, and FBI clearances with the school. In addition, new employees must complete the Mandated Reporting training and a Protecting God's Children session.